



USI Data Collection and Management Process

1. Purpose

This process outlines how RBIT collects, verifies, stores, and manages Unique Student Identifier (USI) information for students enrolled in nationally recognised training.

The process ensures compliance with the **Student Identifiers Act 2014**, supports the integrity of nationally recognised training records, and ensures that student information is handled securely and accurately.

2. Policy

2.1 USI Definition, its purpose and usage

- The Unique Student Identifier (USI) is a unique reference number that creates a secure online record of an individual's nationally recognised training and qualifications completed in Australia.
- A USI is necessary for students enrolled in nationally recognized Vocational Education and Training (VET) programs and should be provided prior to the issuance of a qualification or Statement of Attainment.
- USI account holders can access their VET outcomes online through an authenticated USI VET transcript, which can be shared with employers or educational providers via [VET transcripts portal page](#).

2.2 RBIT Responsibilities:

RBIT will ensure the following:

- All students undertaking an AQF Qualification course or Unit of Competency will be informed about the requirement to hold a USI, the need to provide their USI to RBIT, or how to apply for a USI prior to undertaking training.
- RBIT can only apply for a USI on behalf of a student once written permission is received, and suitable identification documents are provided.
- All USIs provided by students will be verified via the RBIT Student Management System (SMS) or the official [USI Registry](#) website before being recorded within the SMS.
- Any USIs that are not successfully verified by the USI Registry, will be clarified and re-confirm with the student.
- Verified USI information will be recorded and maintained in the student management system to support accurate reporting to the National VET Data Collection.
- Student records containing USI information will be stored securely in both electronic and physical formats and will only be accessible to authorised personnel.
- No AQF Qualifications or Statements of Attainment will be issued to students unless a valid USI has been provided by the student and verified with the USI Registry, except in cases where a [USI exemption](#) applies.
- Students will be informed prior to enrolment or training if a USI exemption applies to them, and they will be made aware that their training results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the USI Registrar.



- In circumstances where a student is eligible for a USI exemption under applicable legislation, RBIT will record the exemption in the student management system and ensure that certification documentation reflects the exemption in accordance with regulatory requirements.
- USIs will not be printed on any AQF Documentation. They will be treated as confidential information and stored securely.

By implementing this policy, RBIT aims to ensure compliance with USI requirements and maintain the privacy, accuracy, and reliability of student USI information throughout their training and assessment activities.

3. Procedures

3.1 Communication and Information Provision

- During the enrolment process, students will be informed of the USI requirement within the Student Enrolment Form, USI Policy, and the RBIT Student Handbook.

3.2 USI Application for International Students

- International students on a student visa may apply for a USI after arriving in Australia. During student orientation, students will be reminded of the requirement to obtain and provide their USI to RBIT.

3.3 USI Benefits and Access

- During the Student Orientation, students will be advised that creating a USI will allow their training results (transcript) to be uploaded and eventually made accessible via the USI Student Portal.

3.4 USI Application Process

- Students can apply for their own USI via the USI Student Portal, or they can authorise RBIT to apply on their behalf (Please check with your Enrolment/ Orientation officer). Once a USI is created, the USI Registry System will provide confirmation to the student via their nominated email address.

3.5 USI Verification and Recording

- After obtaining their USI, the student is required to provide it to RBIT. The SMS vendor, JobReady, offers a quick verification feature connected to the USI Registry system. The Administration Officer will log in to the SMS and input the USI information provided by the student into the student record. Then, the "Verify" button will be clicked to start the verification process.
- Upon successful verification, a green tick will be displayed next to the student's USI entry in the student record. If the USI provided is incorrect and unable to be verified with the USI Registry, the student will be immediately notified to rectify the issue.
- The verified USI information will be recorded in the Student Management System (SMS) and will remain with the student record. The SMS login is protected by a password. All student-related information and files will be securely stored in a cabinet within the Archived Room.



3.6 Testamur Issuance and Graduation

- As part of the Testamur Issuance and Graduation process, the student record in the SMS will be checked to ensure that the USI remains verified for that student. Any issues will be rectified before the Testamur or a Statement of Attainment are created and issued to the student.

By following these procedures, RBIT aims to ensure that students are informed about the USI requirement, that accurate USI information is obtained and verified, and that the USI remains verified throughout the student's enrollment and graduation processes.

4. Record-Keeping

RBIT maintains accurate and secure records of USI and related document including the required application form

Records are stored **for at least two years** after the student's enrolment has ceased or completed.